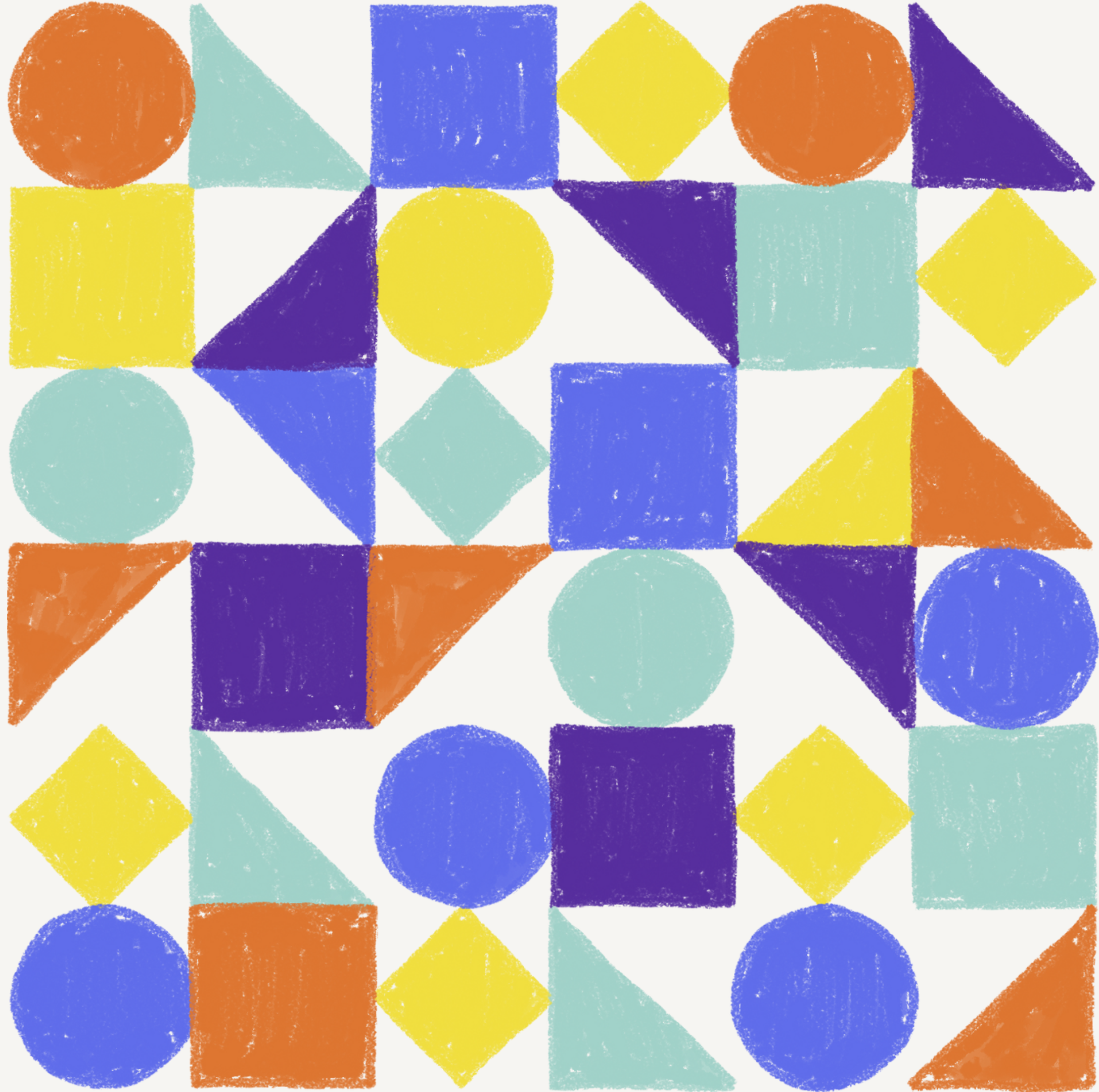


HOW TO RESERVE  
ISLA VISTA  
COMMUNITY  
SPACES FOR YOUR  
EVENT





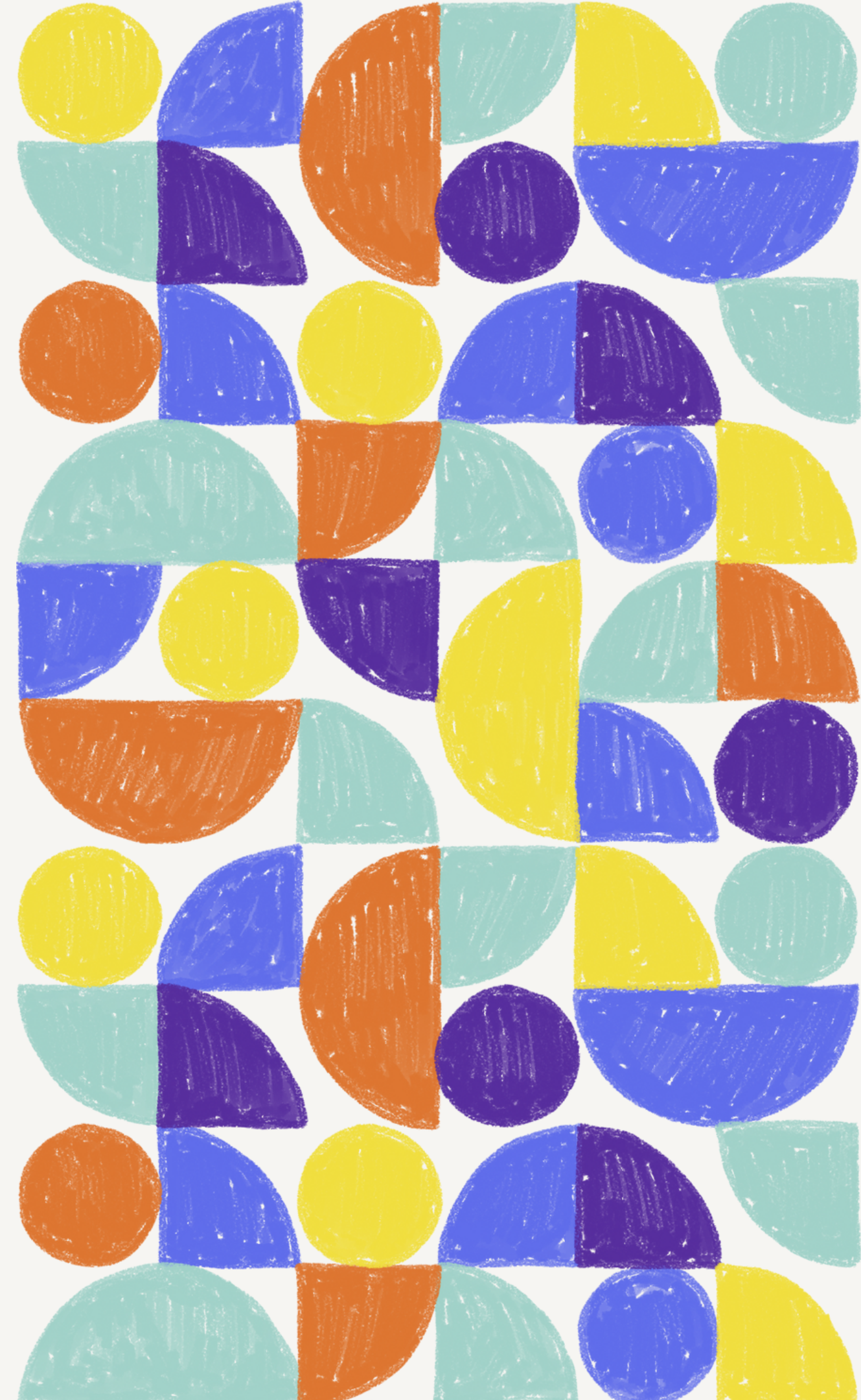


**Hello, everyone!**  
**I am Myah, The**  
**Community Spaces**  
**Program Manager!**



# Introduction

I want to ensure your reservation process is as simple as possible so that your event runs smoothly! The Isla Community Center and Community Room is newly reopened with the Isla Vista Community Services District. We want to empower the Isla Vista community by supporting your events!





The background features several hand-drawn, textured shapes in teal and blue. In the top left is a teal semi-circle. In the top right is a blue rounded rectangle. On the right side is a teal five-pointed star. In the bottom left is a blue parallelogram. In the bottom center is a teal triangle. In the bottom right is a blue triangle.

# Goals

## **To educate**

You on the steps to ensure your event is approved and ready for action

## **To raise awareness**

Of the Isla Vista Community Services District and our newly opened Community Center

## **To inspire**

You to plan the perfect event for the Isla Vista community



# Background

## General Overview

The Isla Vista Community Center is a community-based, multi-use space available to all members of the Isla Vista community for congregation of group activities, social support, public information, and other community activities designed by the community.

## History

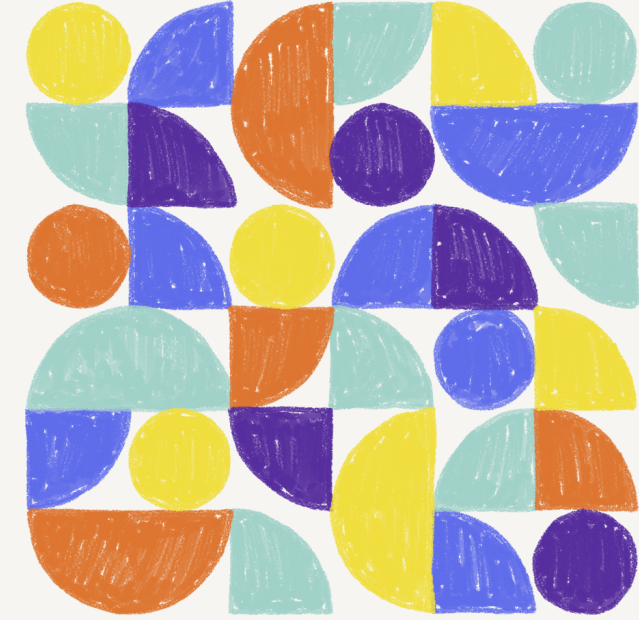
The Isla Vista Community Center is located in Isla Vista at 976 Embarcadero del Mar and is owned by the County of Santa Barbara. The County acquired ownership of the Isla Vista Community Center building (a former church) after the dissolution of the California Redevelopment Agencies in 2012, with the intent for the site to become a community center. The center is now renovated and reopened as a fresh new space ready for you to use!





# Take a look at the Community Center!

We have a spacious indoor room that can easily be converted to an indoor and outdoor space for events. The community center has a kitchen with a fridge and two gender neutral restrooms. Wifi, tables, and chairs are available upon request!







**We have more  
than one  
space!**

## **The Community Center**

From the previous slide - a large indoor / outdoor space  
Great for high intensity use!

## **The Community Room**

A large room with a kitchen and a restroom  
Great for a classroom setting, meetings, and small  
events!

## **The Community Hub**

Currently under construction  
A future space to learn more about the Isla Vista  
Community Services District and our services!





# What to Know For Your Reservation Request:

## 1. Description of your event

- **Name** of your event
- Your target **audience**
- **Host** of your event
- Be sure to include if the host of your event is a **Public, Nonprofit organization** or **Private, Individual organization**.



# What to Know For Your Reservation Request:

## 2. HOW MANY PEOPLE YOU EXPECT TO ATTEND

When we review your submission, we categorize your event by its **intensity use**: **high**, **medium**, or **low**.

### High Intensity Use

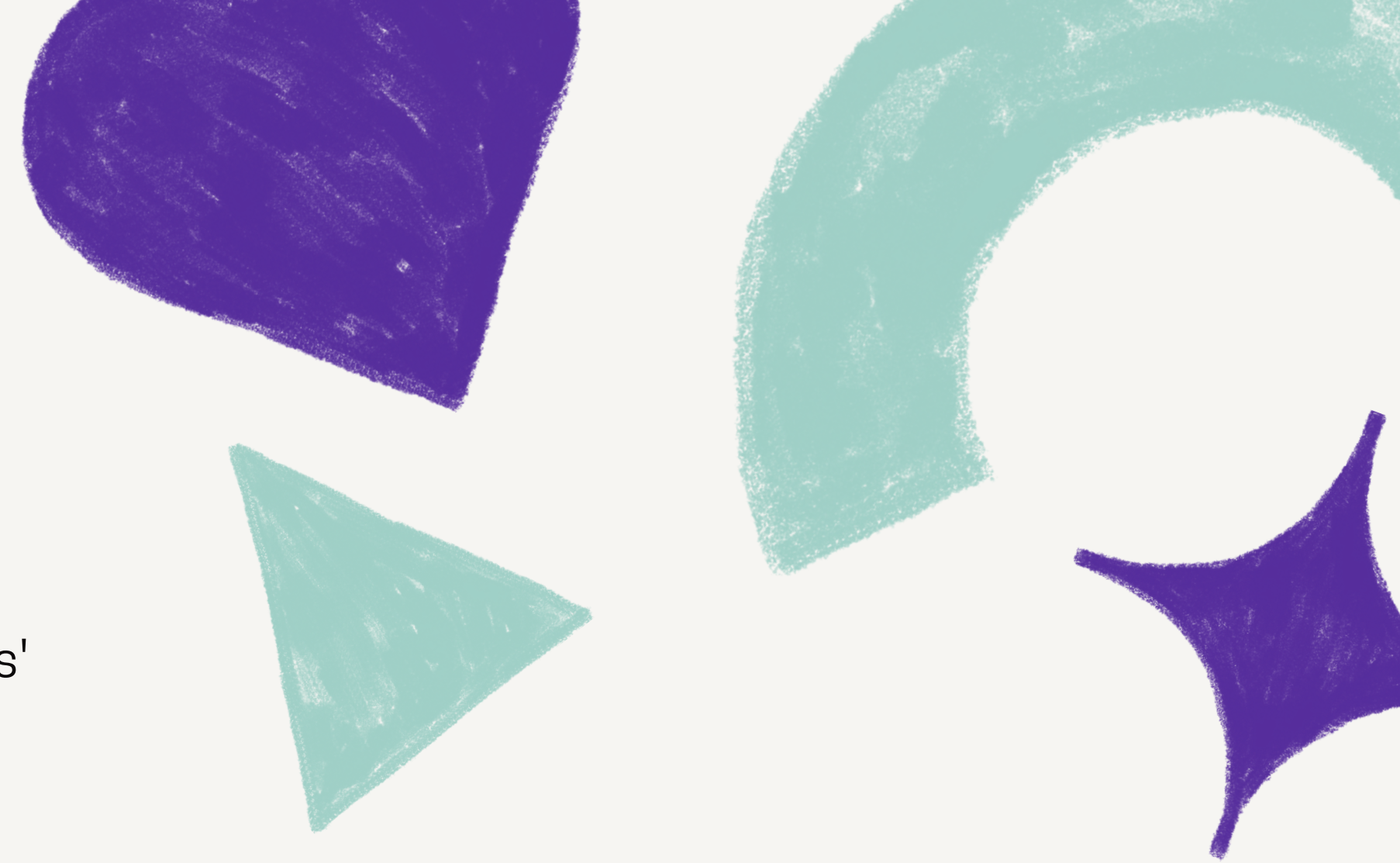
- Events with **more than 50 people** and/or events with a **moderate to high amount of physical activity**.
- Examples: parties, concerts, conferences, dances, etc.
- Please note: **Insurance and Security Deposits** are required for all events in this category.

### Medium Intensity Use

- Events **up to 50 people** performing an activity with **some physical movement and interaction**.
- Examples: small receptions, exercise classes, small performances, workshops, etc.

### Low Intensity Use

- Events with **under 30 people** performing an activity **without a significant amount of physical movement**.
- Examples: classes, organization meetings, social service delivery, art exhibits, etc.







Be sure  
you plan  
ahead!



There are different requirements for  
when to make your reservation based on  
your event's intensity use:


Give us 1 week if...

- Your host is a **Public or Nonprofit organization**  
and your event is **low use intensity**

Give us 2 weeks if...

- Your host is a **Public or Nonprofit organization**  
and your event is **medium use intensity**
- Your host is a **Private organization or Individual**  
and your event is **low use intensity**

Give us 1 month if...

- Your host is a **Public or Nonprofit organization**  
and your event is **high use intensity**
  - Your host is a **Private organization or Individual**  
and your event is either **high use intensity** or  
**medium use intensity**
- 





# What to Know For Your Reservation Request:

## 3. Your Event Agenda

- **Supplies** you need
- Approximate **length** of your event
- Your **clean up plan**
  - Independent clean up is required for all events.
- Desired **mood/vibe** of your event
- **Objectives** of your event
  - You can find **IVCSD objectives** here:  
<https://islavistacsd.ca.gov/board-goals>



# What to Know For Your Reservation Request:

## 4. Is your event recurring?

Be sure you include the **frequency of your event**. For example, my event will be once a week for the next 3 months.

## 5. What is your marketing plan?

Be sure to include **how people will know** about your event. For example, we plan to promote our event on social media for two weeks.

## 6. Does your event have any possible risks?

Be sure to include the **worst possible scenario** so we can help you prepare. For example, my event will contain food with peanuts so we will need to post an allergy warning.





# What to Know For Your Reservation Request:

## 7. YOUR FEES

There are different requirements for fees based on your host. It is important to note **how much it costs to rent the space** and **how you will obtain funding**.

### For Public or Nonprofit Organizations

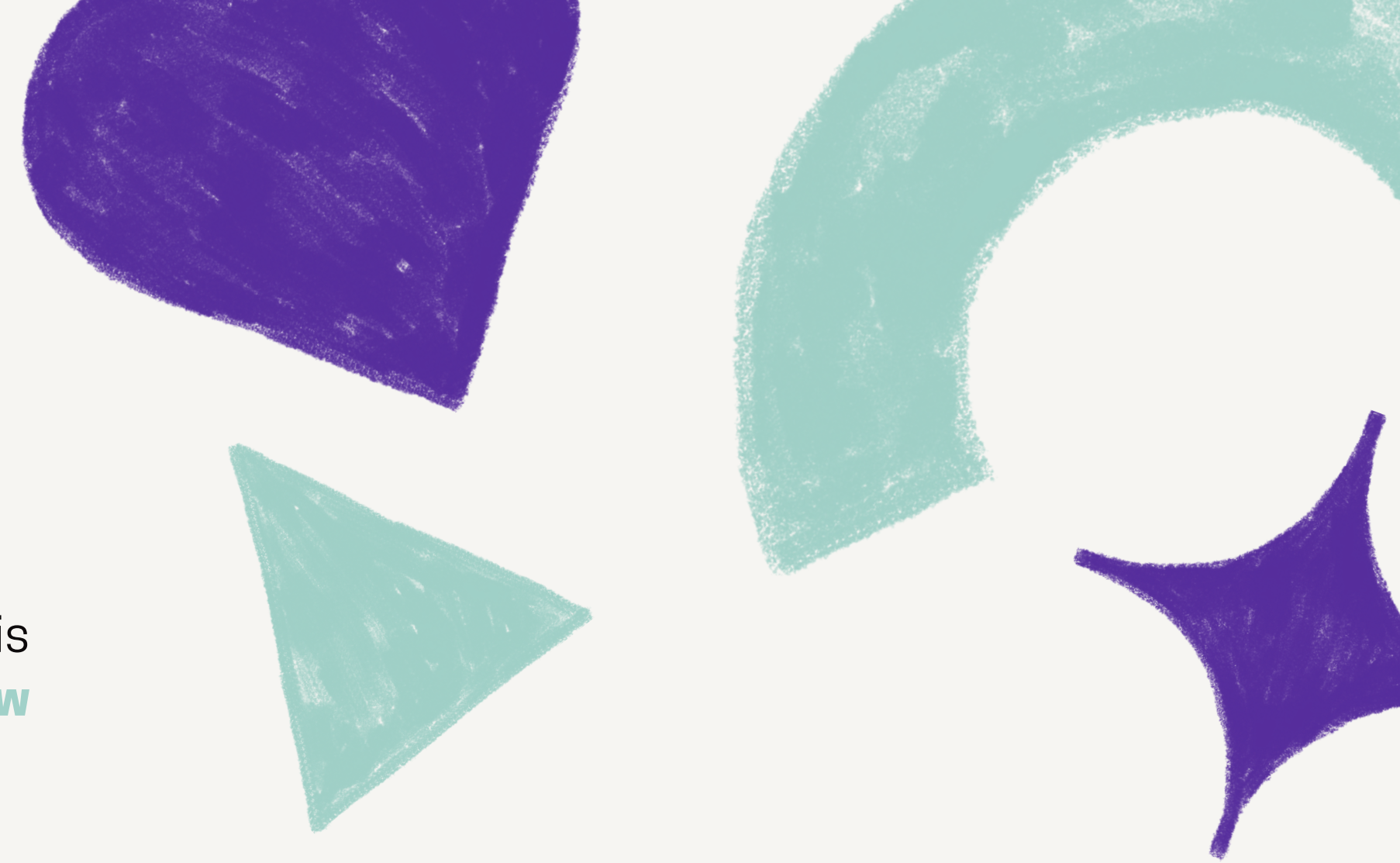
- **No booking fees** are required

### For Private Organizations or Individuals

- The County of Santa Barbara offers a fee schedule
- If you are an **Isla Vista Resident**, a **fee waiver** is available

### For Funding Options

- You can **find funding** for Isla Vista initiatives here:
- <https://pardallcenter.as.ucsb.edu/isla-vista-community-resource-guide/organizing-isla-vista-funding-sources/>





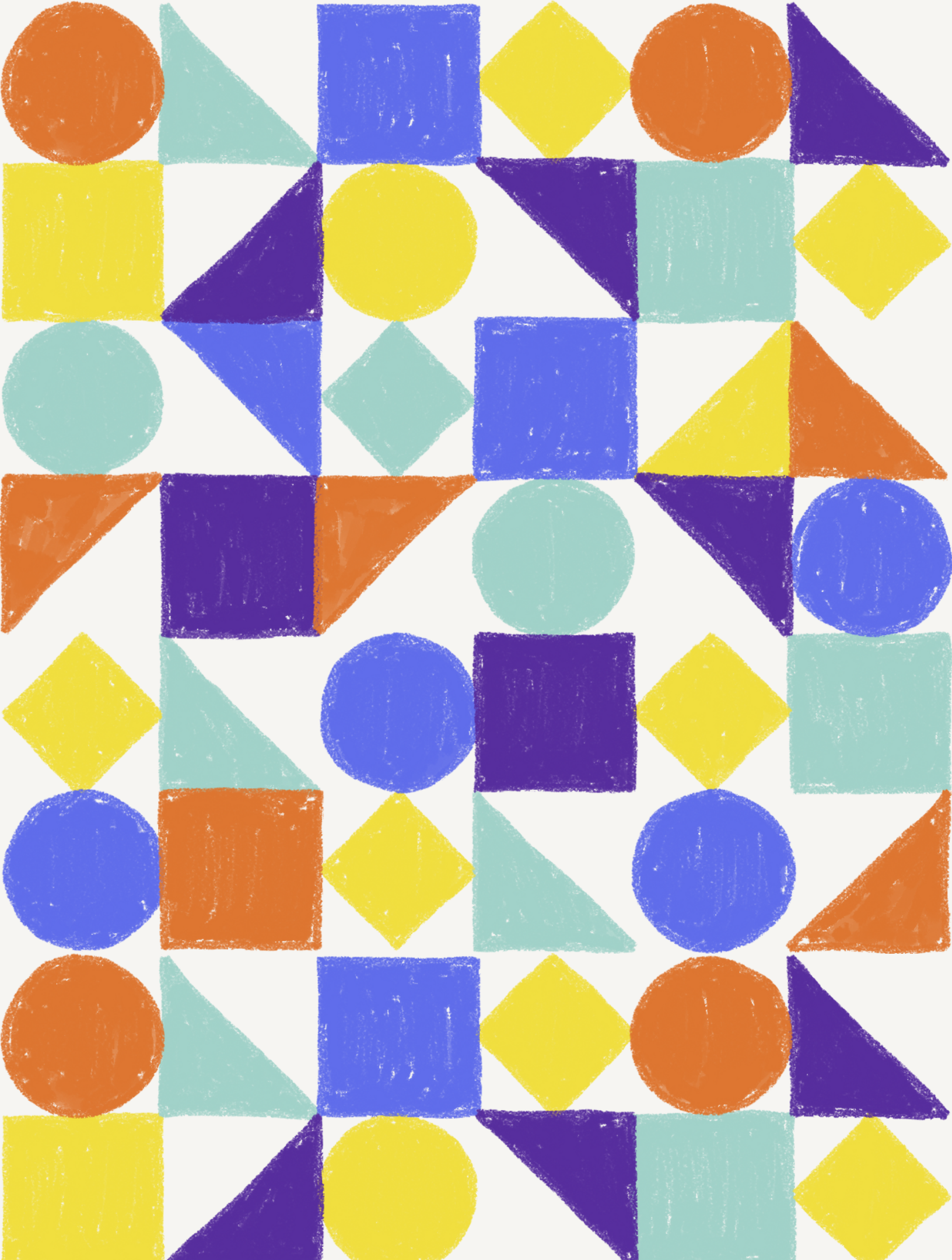


# What to Know For Your Reservation Request:

## 7. Our COVID Policies

- ALL guests and hosts must be **fully vaccinated**
  - How will you enforce this policy?
- **Masks are required** for all indoor events
  - Please ensure you plan ahead and offer extra masks for your guests!





# What to Know For Your Reservation Request:

## 8. Attach signed forms to your reservation request

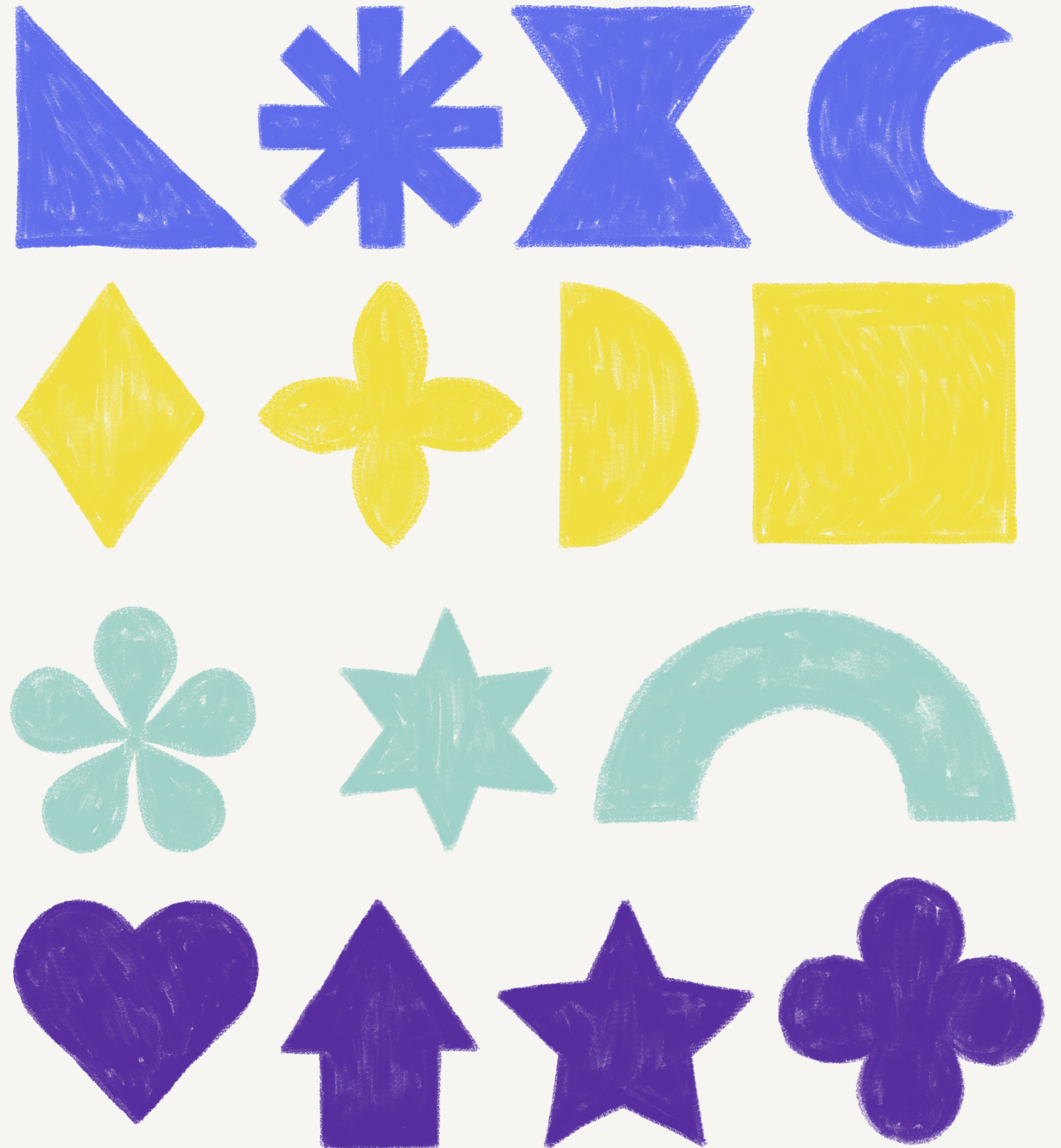
- All forms are available upon request by emailing [communityspaces@islavistacsd.com](mailto:communityspaces@islavistacsd.com)
- Required signed forms for the Isla Vista Community Center:
  - **The Indemnity and Liability waiver**
  - **The General Rules, Regulations, and COVID Policies**



# AFTER SUBMITTING YOUR RESERVATION

Schedule a site visit and  
event walk through with  
IVCSD!

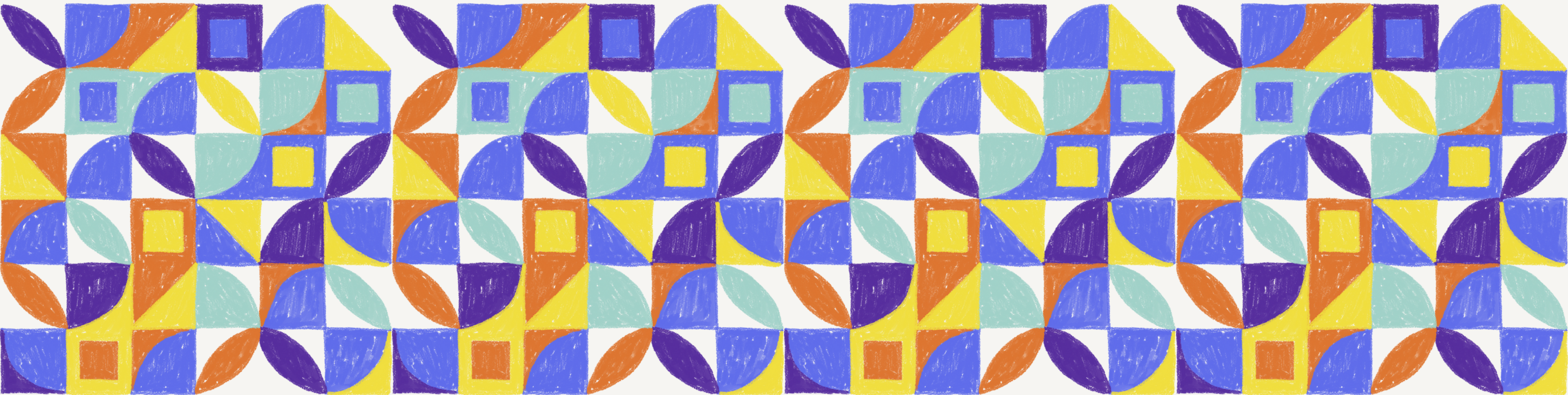
- This step is required for all events  
except if your host is a **Public or**  
**Nonprofit organization** and your event  
is **low use intensity**
- Just send me an email to schedule:  
[communityspaces@islavistacsd.com](mailto:communityspaces@islavistacsd.com)





# THANK YOU!

We can't wait to see your reservation! Please email me at **[communityspaces@islavistacsd.com](mailto:communityspaces@islavistacsd.com)** if you have any questions.





## **Checklist for event reservations here:**

[https://docs.google.com/document/d/1htlyYa7rEPzY63H4XW1KuqFvSpwy\\_132KV2DKBj9eHY/edit?usp=sharing\\_](https://docs.google.com/document/d/1htlyYa7rEPzY63H4XW1KuqFvSpwy_132KV2DKBj9eHY/edit?usp=sharing_)

## **Event reservation example here:**

<https://docs.google.com/document/d/1Ywc4V4smkQrmh9vd-zwxQlusK7IM8AX62qBVMdLSH0w/edit?usp=sharing>

